FEES

The chart on page 11 sets forth the various fees and charges for performances held in the FAPAC and their applications to the various categories of Users and events. The chart is intended to be a guide for prospective Users of the FAPAC. However, interpretations and determinations of the applicability of fees and charges reside finally with the FAPAC Director.

What’s Included * The Usage fee includes:
- Basic lighting plan,
- Basic theatre sound,
- Dressing rooms
- FAPAC and other staff during regular business hours
- Access to washers and dryers (User provides detergent)

What’s Not * The usage fee does not include:
- Stage Manager,
- Box office services,
- Front of House services
- Security and other personnel necessary for the performance or event
- Costs associated with labor for set up, load in, show labor, strikes, or load outs,
- Piano tuning
- Any other fees unless specified in the Usage contract,
- Any equipment not in stock must be provided by the User. NOTE: Must be approved by the Director of the FAPAC in advance.

### APPENDIX A - FEES

<table>
<thead>
<tr>
<th></th>
<th>University Sponsored Event</th>
<th>Non University Sponsored Events</th>
<th>Non University Sponsored Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>Revenue</td>
<td>Non Revenue</td>
<td>Non Revenue</td>
</tr>
<tr>
<td>Producing</td>
<td>Producing</td>
<td>Producing</td>
<td>Producing</td>
</tr>
<tr>
<td></td>
<td>Govt. Agency</td>
<td>Non Profit</td>
<td>For Profit</td>
</tr>
<tr>
<td></td>
<td>Govt. Agency</td>
<td>Non Profit</td>
<td>For Profit</td>
</tr>
<tr>
<td>FEES AND CHARGES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Expense</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Outside Services</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USAGE FEES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Usage Fee</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Admission Charged</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>------------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Usage Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Income Fee</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Usage Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House Equipment</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Usage Fee</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**USAGE FEES**

<table>
<thead>
<tr>
<th>FAPAC Performance Hall</th>
<th>$0.00</th>
<th>$0.00</th>
<th>$0.00</th>
<th>$600/day</th>
<th>$800/day</th>
<th>$0.00</th>
<th>$400/day</th>
<th>$800/day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 hrs. min/max</td>
<td>8 hrs. min/max</td>
<td>8 hrs. min/max</td>
<td>8 hrs. min/max</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per hour after 8 hrs.</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$50/hr</td>
<td>$75/hr</td>
<td>$0.00</td>
<td>$50/hr</td>
<td>$75/hr</td>
</tr>
<tr>
<td>House Manager*</td>
<td>10.00/hr</td>
<td>10.00/hr</td>
<td>10.00/hr</td>
<td>10.00/hr</td>
<td>10.00/hr</td>
<td>10.00/hr</td>
<td>10.00/hr</td>
<td>10.00/hr</td>
</tr>
<tr>
<td>Lighting Director*</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
</tr>
<tr>
<td>Sound Engineer*</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
</tr>
<tr>
<td>Box Office</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
<td>15.00/hr</td>
</tr>
</tbody>
</table>

* No charge if during normal operating hours.

**PATRON SERVICES**

**Box Office**

Users may provide their own ticketing or use the box office services. Box office service must include TicketsExchange that includes price per ticket sold. Please contact the FAPAC Directors Office for costs. If box office services are required for the event, an hourly charge will be incurred.

**Front of House**

User may provide for their own front of house or contract the FAPAC for this service. Fees for this service will be determined at the time of the reservation. In all cases when users provide front of house personnel they must be trained by the House Manger one hour prior to opening.

**Receptions/Alcoholic Beverage Service**

No alcoholic beverages may be served on the premises. Special circumstances may be considered, but only for University sponsored events. The sponsoring party is responsible for this approval.

**Parking**
Parking for events outside normal University hours of operation is available in adjacent parking lots. Parking during the day is restricted by University policy, and exceptions must be approved through Campus Police.

**Recording Devices & Cameras**
No recording or imaging devices are permitted in the Performance Hall or Galleries. If a sponsoring University agency approves the use of these devices it must be part of the scheduling agreement.

**Security**
Special security is not provided. If a special event or scheduling agency requires additional security, this must be paid for by the sponsoring agency.

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**FAQS – ON CAMPUS USERS**

*Can one schedule only the lobby areas for receptions?*
- Except for prior approved upper administration uses these spaces are not available for receptions only. The reception areas are available if the main hall is scheduled.

*Are fees charged for University Departments scheduling the spaces?*
- Only costs of consumable or replacement items if scheduled during normal working hours. If special help is required, the costs for services will be charged.

*Who has scheduling priority?*
- Priority is given to the performing arts units on campus until February 1st for the next fiscal year, July 1. After that date any sponsor both on and off campus may request date(s). Standing annual bookings may be part of the calendar as long as the date is reoccurring, it supports academic programs on campus, and is approved at the Dean’s level and above.

*May the gallery spaces be opened for Special Events elsewhere on campus?*
• If the event falls within the on-going Gallery schedule yes, if not sponsoring units will be charged for security and house manager.

**Who provides ushers if needed or house managers for work day events?**
• Any ushers will be the responsibility of the event sponsor and must be trained one hour prior to the event. If the facility provides the ushers, a charge will be incurred.

**Is there a limit to the size of the event?**
• All users of the main performance space must guarantee at least an audience of 450 minimum.

**Who is responsible for special parking needs during the normal work day?**
• Event sponsors must secure parking arrangements through Campus Security Police.

**FAQS – OFF CAMPUS USERS**

**Can the facility be booked for private parties, weddings, etc.?**
• No, the FPAC is primarily an educational facility and may be booked for performances, conferences, meetings and other special presentations.

**Do other governmental agencies outside WCU receive a special rate when booking facility?**
• Yes, there is a difference in rates charged for governmental agencies.

**Is there a difference in rates charged if the event charges admission or is for profit?**
• Yes, there is a difference if the facility is used by an outside agency to raise money.

**Can an individual book the facility?**
• No, only a group, agency, corporate or entity may book the facility.

**Can the facility be schedule on state holiday's observed by WCU.**
• No, the facility is closed on holidays when WCU is closed.

**Can an agency or entity hold a date on a calendar?**
If a date is held, the agency will incur a charge if they do not use the facility on that date.

PRODUCTION SERVICES:
Backstage and Production Information: Contact Del DeLorm, Technical Director @ 828-227-2506.

CONTACT INFORMATION:
Paul Lormand, Director
828-227-2505
lormand@wcu.edu

Del DeLorm, Technical Director
828-227-2506
mdelorm@wcu.edu

Laura Sellers, Box Office Manager
828-227-2504
sellers@wcu.edu

Box Office Number: 828 – 227 – 2479
Web Site: www.wcu.edu/fapac
Event
Title:____________________________________________________
Description:______________________________________________
Event Date(s)___________________  Time: Open________________
Event Start Time(s)______________              Close________________
Set-up Date(s) Time_____________    Time: Open________________
And/or Rehearsal ____________________                 Close________________

Please check all that apply:
_____Campus Event                 Non-Campus Event:______
_____Non-Profit                                               For Profit:_____________
_____Will an admission be charged?   _____Yes  _____No

Estimated Attendance/Participation:
A minimum of 2 weeks prior to the event, a mandatory production meeting must be held. User's preferred date for mandatory production meeting:__________________________ (completed by client). Production Manager (Technical Director) will call to confirm meeting date.
CONFIRMED MEETING DATE:_________________________
(Completed by Production Manager/Technical Director)

To Be Completed after Mandatory Production Meeting:
ESTIMATED COST

Basic Rental Fee:__________________________________

Stage Service/ Production Cost:_______________________
Includes additional lighting or sound set-ups, services of Center's technical staff including sound and/or lighting technician and other service arrangements as agreed upon in writing.

House Charges:____________________________________
Includes ushers and other necessary house staff, use of lobby, food services, excessive cleaning and maintenance and/or other services as agreed upon in writing.

Security:_________________________________________
Contact Western Carolina University Chief of Police: 828-227-7301 to arrange for security and/or parking needs for scheduled event.
NOTE: PRESENTER IS NOT RESPONSIBLE FOR PERSONAL VALUABLES LEFT IN DRESSING ROOMS OR IN CENTER.

I have read and understand “TERMS AND CONDITION” of user agreement.

AGREED AND ACCEPTED:

<table>
<thead>
<tr>
<th>Client</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Production Manager</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Director</th>
<th>Date</th>
</tr>
</thead>
</table>

WCU FINE & PERFORMING ARTS CENTER USE ONLY:
APPROVED DATES: ____________________________
COPIES SENT: ______________________________

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NOTICE: Use of the Western Carolina University Fine & Performing Arts Center is NOT CONFIRMED until User Agreement is signed, received and returned by both parties.

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NOTE:

1. Regular User Hours for the Fine & Performing Arts Center:
   a. Monday - Friday* 8:30 AM - 5:30 PM

2. Extended User Hours for the Fine & Performing Arts Center:
   a. Monday - Friday * 5:30 PM - 11:30 PM
   b. Saturday * 8:30 AM - 11:30 PM
   c. Sunday * 1:00 PM - 11:30 PM